



Where Quality Is A Lifestyle

April 30, 2012

PROPOSAL #P835

Gentlemen:

Fayette County, Georgia is seeking proposals from qualified consultants to analyze existing telecommunication and data services, and to provide strategies for immediate and long-term efficiencies. You are invited to submit a proposal in accordance with the specifications and information contained herein. All required information shall be included with your proposal. Any exceptions to the specifications shall be listed in the space provided. A clearly marked original and seven (7) copies of your proposal should be submitted.

All questions and inquiries concerning this request for proposals or the specifications shall be addressed in writing to Trina Barwicks, Contract Administrator of Purchasing, 140 Stonewall Avenue West, Fayetteville, Georgia 30214 from 8:00 a.m. to 5:00 p.m. The telephone number is (770) 305-5420 or email address tbarwicks@fayettecountyga.gov. Any deviations from this procedure may result in your proposal being rejected.

Your proposal should be on the attached pricing sheet. All prices shall be F.O.B. Destination, Fayette County. Be sure to include the proposal number and reference along with your company's name and address on the sealed envelope in which the proposal is returned.

PROPOSAL MUST BE SUBMITTED TO:
FAYETTE COUNTY PURCHASING DEPARTMENT
140 STONEWALL AVENUE WEST, SUITE 101
FAYETTEVILLE, GEORGIA 30214
PROPOSAL #P835
REFERENCE: TELECOMMUNICATION CONSULTANT

April 30, 2012

Proposals will be received at the above address until 3:00 p.m. Tuesday, May 22, 2012 in the **Purchasing Department, Suite 101.** Proposals will be opened at approximately 3:00 p.m., May 22, 2012 and the names of the companies that responded will be read. Proposals must be signed to be considered. Late proposals will not be considered. Faxed/Emailed proposals will not be considered.

If this request for proposal is downloaded from our web site, it is the responsibility of the individual or company that downloads this request for proposal to continue to check the Fayette County web site for any addenda that might come out for this request for proposal and are posted on the Fayette County web site. Fayette County shall not be responsible for any information that any individual or company fails to get in an addendum that is posted on the Fayette County web site but is not downloaded. However, if the Fayette County Purchasing Department mails the request for proposal to a company or individual, we will keep a record of who we mailed that request for proposal to and all addenda for that request for proposal will also be mailed to those companies or individuals.

Note: The name of the companies that respond to this request for proposals will be posted on the Fayette County website within 3 business days after the proposal opening.

There is no set time for an award to be made, as the proposals have to be evaluated, some presentations may be required, and a recommendation has to be prepared and then scheduled to go before the Board of Commissioners for consideration by the Board. If an award is not made within 60 days of the proposal opening, an update will be posted on the Fayette County website.

If the Board awards this proposal, once everything has been received by that company and the award has been completed, that information will also be posted on the Fayette County website. Please keep this procedure in mind.

If you do not submit a proposal, please indicate in writing your reason(s) why and return that information to the Purchasing Department. Failure to do so may cause your company's name to be removed from the bidders list, as the information is needed for our files.

The County reserves the right to reject or accept any or all proposals and to waive technicalities, Informalities and minor irregularities in proposals received.

Sincerely,



Ted L. Burgess
Director of Purchasing

TLB/tcb

GENERAL TERMS AND CONDITIONS

1. Preparation of Offers

- 1A. Offeror shall examine the specifications, schedule and all instructions. Failure to do so will be at the offeror's risk.
- 1B. Each offeror shall furnish all information required. Erasures or other changes must be initialed by the person signing the offer. Offers must be signed by an authorized agent of the company.
2. The term "contractor" as used herein and elsewhere in these specifications shall be used synonymously with the term "successful offeror." The term "County" shall mean Fayette County.

3. Submission of Offers

- 3A. Offers and amendments shall be enclosed in sealed envelopes, addressed to the office specified in the request for proposal with the name and address of the offeror, the reference and proposal number on the face of the envelope. Fayette County shall not be responsible for the premature opening of a proposal not properly addressed and identified by proposal number and reference and/or delivered to an improper destination.
- 3B. The offer, once submitted and opened, shall remain open for acceptance for a period of at least ninety days from the date of the opening of the proposals as set out in the request for proposal unless specifically excepted to in your offer.
- 3C. Samples of items, when required, must be submitted within the time specified and, unless otherwise specified, at no expense to the County. Unless otherwise specified, samples will be returned at the offeror's request and expense if items are not destroyed by testing.
- 3D. In case of discrepancy between the unit price and the extended or total price, the unit price shall prevail.

4. Evaluation of Offers

The evaluation of offers and the determination as to acceptability of products or services offered shall be the responsibility of the County. Accordingly, to insure that sufficient information is available, the offeror may be required to submit literature, samples, references or other information prior to award.

5. Non-Collusion

Offeror declares that the offer is not made in connection with any other offeror submitting an offer for the same services, and that the offer is bona fide and is in all respects fair and without collusion or fraud.

6. Default

The contract may be cancelled or annulled by the Purchasing Director in whole or in part by written notice of default to the contractor upon non-performance or violation of contract terms. An award may be made to the next lowest satisfactory offeror, or articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting Contractor (or his surety) shall be liable to the County for cost to the County in excess of the defaulted contract prices provided, however, that the Contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the Contractor to deliver materials or services within the time stipulated on his offer, unless extended in writing by the Purchasing Director, shall constitute contract default.

7. Patent Indemnity

The Contractor guarantees to save the County, its agents, officers, or employees harmless from liability of any nature or kind for use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, for which the Contractor is not the patentee, assignee or licensee.

8. None of the various county agencies, either individually or collectively, will be required to purchase any minimum amount during the term of this contract, nor will they be limited, either individually or collectively, to any maximum amount during the term of this contract.

9. The County reserves the right to increase or decrease quantities shown without penalty.

10. Ability To Perform

The offeror may be required, upon request, to provide to the satisfaction of the County that he/she has the skill, experience and the necessary facilities as well as sufficient financial and human resources to perform the contract in a satisfactory manner and within the required time. If the available evidence is not satisfactory to the County, then the offer of such offeror may be rejected.

11. Rejection of Offers

- Failure to observe any of the instructions or conditions in this request for proposal shall constitute grounds for rejection of the offer.
12. All of the specifications and information contained in this request for proposal, unless specifically accepted to in writing and included with the offer, will form the basis of the contract between the successful offeror (the Contractor) and the purchaser. Caution should be taken by the offeror that all questions are answered in the spaces provided and all requested information is submitted.
13. The county reserves the right to waive immaterial defects in a bid or proposal, in the interest of avoiding denial of bona fide competition for reasons that are inconsequential.
14. Assignment of any contract resulting from this request for proposal will not be authorized.
15. This contract may be cancelled by either party upon submitting thirty (30) days written notice of intent to cancel to the other party.
16. After the process is completed and an award has been made, award information can be obtained on the Fayette County website at http://www.fayettecountyga.gov/purchasing/awards_of_bids_and_proposals.htm Additional documents may be obtained by e-mail, or in person. A charge of ten cents per page will be made for any paper copies requested.
17. **If your company has not previously applied to get on the Fayette County Bidders List, to insure your company is not omitted from participation in future bidding, please feel free to go to the Fayette County Board of Commissioners website to enter your application. The complete web address is: <http://fayette.munisselfservice.com/Vendors/default.aspx>. Be certain to follow the instructions on the welcoming page. Participation in this request for proposal does not automatically place a company on the bidders list.**

ADDITIONAL INFORMATION AND INSTRUCTIONS

1. Respondents are urged to visit the site to familiarize themselves with site conditions. If a proposal is submitted it is understood that the respondent is acknowledging his acceptance of all site conditions.
2. Proposals will not be accepted from any person, firm, or corporation who is in arrears in any debt or obligation to Fayette County.
3. The proposal made by any company or firm must be signed in a legal manner in the name of such company or firm by a duly authorized officer, member or representative, whose name and representative capacity shall be stated, and the address of the principal place of business must be shown.
4. Include with your proposal a list of three (3) jobs that your company has done that is of the same or similar nature to the work described herein. For each job listed include a brief description of the work, a contact person, mailing address, valid telephone number and the date job was completed.
5. Successful company/contractor shall be insured.

PLEASE FILL OUT AND RETURN WITH YOUR PROPOSAL THE REFERENCE SHEET AND THE INFORMATION PAGE .

INSURANCE REQUIREMENTS

The successful offeror shall, without expense to the County, carry the following to be in effect throughout the term of the contract:

1. In the case of public works construction contracts, third party property damage insurance in such amounts as are deemed adequate by the County and Board of Commissioners against all losses, cost, damages, claims, expenses, or liability whatsoever because of accidental injury or damage to person or property occurring in the course of or as a result of the construction of said facility, and any and all matters incidental thereto. A minimum amount of coverage in the amount of \$500,000.00 is required; although, additional coverage may be required depending on the nature of the work to be performed. The successful offeror shall also carry adequate Workman's Compensation Insurance covering all employees engaged in cleaning of said facility.
2. Public Liability and Property damage insurance coverage including, but not limited to, the liability assumed in the indemnification provisions as specified in this RFP fully insuring the successful offeror for liability for injury to or death of county employees and third parties, extended to include personal injury liability coverage, and for damage to property of third parties, with a minimum combined coverage for each occurrence of \$500,000.00 with an umbrella policy in the amount of one million dollars, \$1,000,000.00.
3. A copy of the certificate of insurance for the afore mentioned shall be submitted with your offer. A request will be sent to the agent or the insurance company of the successful offeror to notify Fayette County 30 days prior to cancellation of or upon any material change in coverage of the afore mentioned insurance coverage prior to the work being completed. No award will be made until proof of the insurance coverage is submitted.
4. The successful offeror shall defend, indemnify and save harmless Fayette County and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful offeror, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Successful offeror shall pay any judgment with cost which may be obtained against Fayette County growing out of such injury or damages.

**The certificate holder should be: Fayette County Board of Commissioners
140 Stonewall Avenue West
Fayetteville, GA 30214**

FAILURE TO PERFORM

It is important to note that if a company is awarded all or part of this request for proposal, Fayette County expects the successful company to totally fulfill the contract and perform all duties hereunder satisfactorily, for the duration of the contract. Failure to so perform will result in said company being removed from the Fayette County Bidders list for that commodity.

TELECOMMUNICATION CONSULTANT

Objective

Fayette County, Georgia (referred to herein as the county) is soliciting proposals from qualified individuals and firms to analyze existing telecommunication and data services, and to provide strategies for immediate and long-term efficiencies.

Introduction

Fayette County was established in 1821. It is geographically located in the northwestern part of Georgia, about 15 miles south of the city limits of Atlanta. It encompasses about 199 square miles, and is considered an integral part of the Metro Atlanta area. County government is composed of 23 departments comprising general government, as well as the Board of Commissioners, county administration, judicial system, sheriff's office, coroner's office, and tax commissioner. There are a total of approximately 700 employees (excluding seasonal and part-time workers).

County government has grown and evolved with the population. Telecommunications infrastructure, equipment, and services have been added over time as the need arose. As a result, the existing system includes various vendors, types of equipment, and technologies.

At present, 15 vendors provide services for land-line and VoIP phone systems, long-distance, voice mail, cellular communications, Internet access, security monitoring, and support of county-owned telecommunications equipment, as well as voice and data circuits to support the county's telecommunication systems, wide-area network, and access to the State. Annual expenditures for these services are approximately \$490,000.

Statement of Need

Goal: The goal of this initiative is to provide the county the most cost-effective communications and data system that meet the current and long-term needs of the various departments and the citizens they serve.

Future State: The County will have a data and communications system that meets voice, e-mail, facsimile, cellular, GIS, Internet, and other communications needs. The system will provide the speed and flexibility of communication, and redundancies needed by first responders and other personnel in emergency situations. Citizens will benefit by having these needs met in a cost-effective manner.

Scope of Work

The county is soliciting proposals from qualified individuals that will assure the county (1) pays for only the services and equipment it needs, at the lowest available prices and (2) is in a position to meet future data and telecommunication needs.

Roles of the consultant: Specific deliverables will include, but not be limited to, the following:

- Inventory all telecommunication circuits, devices, and phone lines. Distinguish each, and its purpose across the enterprise. Map the existing network.
- Evaluate the need for each telecommunication circuit, device, and service currently in use.

- Analyze invoices, rates, tariffs, plans, usage, call volume, systems, price agreements, and service agreements.
- Identify vendor billing errors and obtain appropriate credits.
- Analyze current capacity, and future telecommunication, data transfer, infrastructure, equipment, and service needs.
- Provide detailed reports that pinpoint specific ways to reduce telecommunications costs. Recommend strategies to realize immediate and long-term efficiencies, while maintaining redundancy to assure communication in emergencies.
- Recommend ways to improve invoice auditing or other processes. Conduct training for county staff as appropriate, to assure efficiencies and improvements are sustainable.

Roles of the county:

1. Make office space, telephone, computers, copier, and other items available as needed by the consultant.
2. Provide invoices, data, documents, or other information as requested by the consultant.
3. Appoint a project team, consisting of county employees. The project team leader will be the county's point of contact, and will have authority to obtain information, convene meetings, form groups or committees, or take other actions as needed to facilitate the work of this initiative. The team will also work with the consultant to resolve any issues or problems that may arise.
4. Assure access to managers or others as needed to accomplish the work to be set out in the final agreement.

Proposal Response Requirements

1. State the location of your headquarters and the office nearest to Fayette County, Georgia.
2. Provide an organizational chart and a description of your proposed project team. Include the names of personnel to be assigned to the project, with their qualifications, education and experience. Also include applicable e-mail addresses, phone and fax numbers.
3. Discuss the assigned personnel's knowledge of, and experience with, local government operations, as they pertain to this initiative.
4. Briefly describe your approach to the requirements and deliverables listed in the Scope of Services section of this request for proposals. Describe analyses, recommendations, or other reports that you would deliver.
5. Describe any business affiliations you may have with telecommunications or other relevant businesses, especially those in which you are compensated by them for business referrals. Please note: the successful responder cannot be affiliated with any vendor involved in the recommendations or solutions proposed to the county.
6. Provide a project management schedule for completion of tasks.
7. Provide financial data that demonstrates your capability to successfully perform the work requested in this document.
8. Provide the number of recent projects (prior 2 years to present) for customers that are similar to the county.
9. Provide three (3) references, similar to Fayette County, from current or recent clients.
10. Is there any additional information you would like the county to consider in selection of a firm to provide this service?

Evaluation Plan

A committee will evaluate proposals and make recommendations for the Board of Commissioners' consideration. The following criteria will be used for evaluation of proposals:

1. Specifics of the submitted proposal
2. Experience and qualifications of the firm, and experience, education, and qualifications of the individuals assigned to this project
3. Experience of the firm in providing similar services to local or state governments
4. References
5. Pricing proposal

Pricing Structure

Please describe in specific detail the pricing structure you propose to charge the county for the above services.

For example, if your proposed fee structure includes a contingency fee based on a percent of savings, define and describe the term 'savings,' specify the percent of savings to be charged, and show how savings would be calculated. If you propose an hourly rate, per diem, or best estimate, be sure to include a not-to-exceed amount.

EXCEPTIONS TO SPECIFICATIONS

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

COMPANY NAME

**PRICING SHEET
TELECOMMUNICATION CONSULTANT**

	TOTAL NOT TO EXCEED AMOUNT
TELECOMMUNICATION CONSULTANT	

STATE PAYMENT TERMS_____

STATE TIME NEEDED TO COMPLETE THE WORK AFTER NOTIFICATION OF AWARD:

STATE LENGTH OF TIME AFTER PROPOSAL OPENING THAT PROPOSAL PRICES

SHALL BE HELD FIRM: _____ **DAYS.**
(Minimum of 90 days required)

COMPANY NAME_____

RESPONDENT'S QUALIFICATION SHEET – PROPOSAL #P835

Please list three (3) references of current or very recent customers who can verify the quality of service your firm provides. Projects of similar size and scope are preferred.

REFERENCE ONE

Government/Company Name _____

City _____

Contact Person and Title _____

Phone _____ Contract Period _____

Scope of Work _____

REFERENCE TWO

Government/Company Name _____

City _____

Contact Person and Title _____

Phone _____ Contract Period _____

Scope of Work _____

REFERENCE THREE

Government/Company Name _____

City _____

Contact Person and Title _____

Phone _____ Contract Period _____

Scope of Work _____

INFORMATION PAGE

Company_____

Authorized Representative_____
(Print or Type)Authorized Representative_____
(Signature)

Title_____

Physical Address_____
_____Mailing Address (If Different)_____

Telephone Number: ()_____

Fax Number: ()_____

Cellular Number: ()_____

Email Address:_____

Date:_____

If you do not submit a proposal, please indicate in writing your reason(s) why and return that information to the Purchasing Department. Failure to do so may cause your company's name to be removed from the bidders list, as the information is needed for our files.